



QUESTIONS TO ASK

- 1.) If hired, would I be filling a newly created position, or replacing someone?
- 2.) Was my predecessor promoted?
- 3.) Would you describe a typical workday and the things I'd be doing?
- 4.) Which duties are most important for this job? Least important?
- 5.) How would I be trained or introduced to the job?
- 6.) How long should it take me to get my feet on the ground and become productive?
- 7.) How is the job important to the company --how does it contribute?
- 8.) What are the department's goals for the year?
- 9.) How many people work in your department? In the company?
- 10.) Who are the people I'd be working with and what do they do?
- 11.) Can someone in this job be promoted? If so, to what position?
- 12.) How would I get feedback on my job performance, if hired?
- 13.) If hired, would I report directly to you, or to someone else?
- 14.) Has the company had a layoff in the last three (3) years? If so, how long was the layoff and was Everyone recalled.
- 15.) In this company owned by any other company?
- 16.) What major markets does this company (or parent company) compete in?
- 17.) Are actual sales for the company ahead *of* last year's sales?
- 18.) If you were to offer me this job, where could I expect to be in five years?
- 19.) What do you consider to be my weaknesses? Strengths?
- 20.) Could you give me a brief tour? I'd enjoy seeing where your people work.
- 21.) What could I say or do to convince you to offer me this job?
- 22.) I want his job. Would you consider hiring me on a 30-day trial period to prove that I could do the job?